

OL Files *CoM*

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 FY 89 Records Reduction

STAT

FR

EXTENSION

NO.

C/Planning Staff/OL

STAT
STAT

6 December 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. C/ADP Staff/OL

STAT

2. C/P&TS/OL

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3. C/PMS/OL

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4. C/SS/OL

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5. C/B&FS

6. C/FMG/OL
3E14 Hqs7. C/P&PG/OL
158 P&P Bldg

STAT

8. C/ACG/OL

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9. C/CSG/OL

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10. C/SG/OL

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11. C/RPO/OL

12.

13.

14.

15.

FORM 1-79 **610** USE PREVIOUS EDITIONS

6 DEC 1988

MEMORANDUM FOR: Chief, Automated Data Processing Staff, OL
 Chief, Personnel and Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Budget and Fiscal Staff, OL

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Chief, Facilities Management Group, OL
 Chief, Printing & Photography Group, OL
 Chief, Agency Contracts Group, OL
 Chief, Supply Group, OL

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FROM:

Chief, Planning Staff, OL

SUBJECT: FY 89 Records Reduction

1. In order to comply with Federal laws governing the maintenance, use, and disposition of Federal records, OL will continue an extensive office-wide records review in FY 89. Accordingly, an FY 89 project has been established to reduce OL's record holdings. This project has been approved as a joint project with all OL groups and staffs.

2. Attached is a matrix indicating the results of last years objective to reduce record holdings. The goal for FY 88 was a 10 percent net reduction--as you can see, OL has an 8 percent net reduction. The continuing effort to reduce file holdings will result in space savings, improved access to information, and a more efficient move to the Headquarters Compound.

3. To this end, it is requested that each group and staff submit a progress report to the Information Management Officer, Planning Staff/OL (IMO/PS/OL) at the end of each quarter, indicating the number of cubic feet of records archived or destroyed.

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4. In conjunction with the above, IMO/PS/OL will be the project officer for this effort. If additional information is required, please call the IMO/PS/OL on extension

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Attachment
 As stated

OL-4131-88



ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: FY 89 Records Reduction

Distribution:

1-11 Addressees

- ✓ 1 - OL Files
- 1 - OL Reader
- 1 - PS Chrono
- 1 - PS Official

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OL/PS/MW:bp 2Dec88

FY 88 Files Reduction

| <u>Component</u> | <u>Cubic Feet of Record Holdings October 1987</u> | <u>Cubic Feet of Record Holdings October 1988</u> |
|------------------|---|---|
| ACG | 562 | 621 |
| CSG | 165 | 311 |
| FMG | 943 | 1492* |
| P&PG | 831 | 445 |
| SG | 1604 | 1301 |
| ADPS | 85 | 90 |
| PS | 65 | 68 |
| B&FB | 203 | 189 |
| PMS | 227 | 223 |
| P&TS | 180 | 170 |
| SS | 84 | 82 |
| RECD | 156 | |
| NBPO | 338 | |
| TOTAL | 5443 | 4992** |

*Includes NBPO and RECD

** Indicates a 451 cubic feet reduction for FY 88(8% net reduction)